



## EMPLOYMENT OPPORTUNITY

### Human Resource Consultant 3

Salary Range 54 (\$3726.00 – \$4888.00)

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**Recruitment # 1164-09**

**Opens: August 5, 2009**

**Closes: August 21, 2009**

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#### Position Summary

The Washington Department of Fish and Wildlife is seeking an experienced human resources professional to provide consultation and guidance for staff in assigned program areas. This position functions as a senior level consultant working closely with other human resources professionals in a team environment. The Department is headquartered in Olympia, Washington and operates six regional offices throughout the state. This position is located in Olympia.

This is an opportunity to work for a large public agency whose mission is to preserve, protect, and perpetuate the state's fish and wildlife resources. We are a dynamic organization with employees located across the state in very remote as well as urban areas. These employees are engaged in a wide variety of work, from raising fish to enforcing fish and wildlife laws, working with diverse interest groups to manage the resource, doing scientific research, and many other interesting lines of work.

As a human resources generalist in an agency of 1500+ employees, you will find the work fast paced and varied, with no end to new and different challenges. You will interact with managers, supervisors, professional and technical staff, and broaden your experience and knowledge delivering HR services in an environment of union and non-union employees. You will have a great opportunity to grow professionally and contribute to the HR team's efforts to make positive changes in how we deliver services.

Your principal duties will include, but are not limited to:

- Providing interpretation, advice and guidance on policies, contracts, laws and rules for resolution of personnel issues.
- Researching and compiling information and engaging in actions related to the Family Medical Leave Act, reasonable accommodation, discipline, position allocation, recruitment, and related areas.
- Composing letters, memos, and reports as necessary to explain and document personnel actions.
- Ensuring that personnel actions are completed accurately and in a timely manner.
- Ensuring good communications and coordination with employees, managers, supervisors, and other members of the HR team.

#### Qualifications and Competencies

This senior level position requires a bachelor's degree with focus on human resources or closely related field and at least two years practical experience in Human Resource Consulting. Five years of progressive professional human resource experience will also qualify. PHR certification is preferred.

The best qualified applicants will demonstrate competencies in the following areas:

- Ability to research issues and effectively apply relevant laws, rules and /or contracts, including working knowledge of federal and state laws such as the FMLA, ADA, WLAD, Title VII, ADEA, FLSA, EPA.
- Ability to analyze information, understand essential factors in a problem, develop and explain options for resolution.
- Ability to listen and understand others' needs and concerns and provide professional and timely communication and guidance on issues that may be contentious.
- Ability to compose and organize written documents that are clear, concise, and professional.
- Working knowledge of the application of the principles of just cause.
- Working knowledge of labor laws, contract negotiations and grievance processes.

**Working Conditions**

Duties are performed in an office setting and generally within a standard workweek of 8 to 5 Monday through Friday. Due to the nature of the duties, longer hours and weekend work may occasionally be required.

**How to apply****Applications must be received not later than 5:00 p.m. on August 21, 2009**

Submit a completed state application and attach a detailed resume that shows how you meet the qualifications and competencies listed above. For each relevant position you have held, specify your employer, title, length of service, and the duties performed. For completed education, specify degrees and the schools attended. As appropriate, list and briefly describe specific courses you completed (describe the skills or knowledge you developed through the course).

Send your application materials to:

Margaret Gordon, Recruitment Specialist  
Human Resource Office, Department of Fish and Wildlife,  
00 Capitol Way North, Olympia, WA 98501-1091  
Fax (360) 902-2392

Or deliver in person:

Human Resources Office in the Natural Resource Building,  
5<sup>th</sup> Floor, 1111 Washington St. SE, Olympia, WA.

Or by e-mail to: [Margaret.Gordon@dfw.wa.gov](mailto:Margaret.Gordon@dfw.wa.gov)